

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 13, 2004:**

AGENDA ITEM NO.: 10

CONSENT: **x**

REGULAR:

CLOSED SESSION:

(Confidential)

ACTION: **x**

INFORMATION:

ITEM TITLE: **Funding for Rent for the Treasurer's Office in the Galleria**

RECOMMENDATION:

City Council amend the FY 2004 General Fund Budget and appropriate \$15,120 from the Reserve for General Fund Contingencies to pay rent for the State Treasurer's Office in the Galleria.

SUMMARY:

During the development of the FY 2004 budget, staff recommended that the State Treasurer's Office be relocated to City Hall in space currently occupied by Internal Audit and therefore did not include funds for rent for the Treasurer in the FY 2004 budget. Plans are for Internal Audit to move to space on the Third Floor. After more complete analysis, staff determined that it was prudent to review work processes and space allocation within the Department of Financial Services prior to relocating the Treasurer and Internal Audit. Based on a comprehensive space needs and work process study completed by staff, a Capital Improvement Program project to redesign space for the Department of Financial Services (Director, Accounting, Accounting Operations, Budget, and Procurement) and Internal Audit is included in the FY 2005 Capital Improvement Program for funding consideration by City Council. Due to the magnitude of the project, staff has delayed the relocation of the Treasurer and Internal Audit until City Council considers the FY 2005 budget.

Rent in the amount of \$10,080 is due for calendar year 2003 with an additional \$5,040 for the remaining six months of FY 2004. Additional funding will be requested in the FY 2005 budget.

PRIOR ACTION(S): FY 2004 Budget: Funding for rent deleted from Treasurer's budget.
January 6, 2004 Finance Committee

BUDGET IMPACT: \$15,120 from the FY 2004 General Fund Reserve for Contingencies

CONTACT(S):

Bonnie Svrcek, Deputy City Manager 455-3990

ATTACHMENT(S): Resolution

REVIEWED BY:

Resolution:

BE IT RESOLVED that the FY 2004 General Fund Budget is amended and \$15,120 is appropriated from the FY 2004 General Fund Reserve for Contingencies for State Treasurer's Office in the Galleria.

Introduced:

Adopted:

Certified:

Clerk of Council

006L